



PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SAFETY POLICY

POLICY NUMBER: 3	DATE: November 24, 2000
TITLE: SAFETY CONCERN AND SUGGESTION PROGRAM	APPROVED BY: Katherine Boxer Latipow

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3-1. REFERENCE

- (a) Title 8, California Code of Regulations, Chapter 4, Subchapter 4, Section 1509
- (b) Title 8, California Code of Regulations, Chapter 4, Subchapter 7, Section 3203
- (c) City of Fresno, Administrative Order Number 2-3, Subject: Safety Policy

3-2. PURPOSE

To provide a method of communication for employees to report to management suspected unsafe conditions or acts and to make suggestions for the improvement of any safety program within the City of Fresno.

3-3. POLICY

Employees are encouraged and required to report to management suspected unsafe procedures, conditions or acts and to make suggestions for the improvement of the safety program. The employee has a right to submit the reports anonymously. The report may be submitted orally, at which time the supervisor will convert it to writing and process it as if it has been submitted in writing. These reports shall not be used in any form of discrimination or harassment against an employee.

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3-4. SAFETY CONCERN/SAFETY SUGGESTION REPORT

- (a) The Safety Concern/Safety Suggestion Report (Appendix A) will be used to track the concern and suggestions of employees.
- (b) Employees are to complete their name (optional), date, and describe their concern/suggestion. The report is then to be turned into a supervisor, given to a member of the Safety Committee, or place it into a suggestion box.
- (c) The supervisor of the employee, if known, or the supervisor of the applicable section shall investigate the concern/suggestion and take corrective action, request assistance in making determination on the course of action to be taken, or respond to the feasibility of the concern/suggestion.
- (d) The supervisor, once he/she has completed action shall pass the Safety Concern/Safety Suggestion Report to the applicable Section Chief/Supervisor II for additional review and investigation as necessary.
- (e) The Section Chief/Supervisor II shall forward the Safety Concern/Safety Suggestion Report to the Division Safety Committee for review and recommendation as appropriate. The Safety Committee is empowered to perform an independent investigation prior to rendering any recommendations.
- (f) The Safety Committee shall forward the Safety Concern/Safety Suggestion Report to the Division Safety Officer for review. Recommendations of the Safety Committee are not binding upon management.
- (g) The Safety Officer shall forward the Safety Concern/Safety Suggestion Report to the Division Manager for final action. The Division Manager shall notify both the Safety Committee and the submitting individual, if known, of any action taken.

APPENDIX A SAFETY CONCERN/SAFETY SUGGESTION REPORT	
SUBMITTED BY (Name Optional)	DATE
SUBJECT	
SAFETY CONCERN/SAFETY SUGGESTION (Describe as accurately as possible. Provide drawings, pictures, etc., if possible.)	
SUPERVISORS COMMENTS AND ACTION TAKEN	
DATE RECEIVED	DATE FORWARDED TO SECTION CHIEF

SECTION CHIEFS COMMENTS AND ACTION TAKEN	
DATE RECEIVED	DATE FORWARDED TO SAFETY COORDINATOR
DIVISION SAFETY COORDINATORS COMMENTS AND RECOMMENDED ACTION	
DATE RECEIVED	DATE FORWARDED TO SAFETY COMMITTEE
DIVISION SAFETY COMMITTEES COMMENTS AND RECOMMENDED ACTION	
DATE REVIEWED	DATE FORWARDED TO DIVISION MANAGER
DIVISION MANAGER REVIEW AND ACTION TAKEN	
DATE REVIEWED	DATE EMPLOYEE NOTIFIED